



Athabasca University

Undergraduate Course Registration Form

STUDENT ID NUMBER (if applicable)

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Office of the Registrar, Athabasca University
 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
 Other: 780.675.6111
 enrol@athabascau.ca

This form is to be completed by individualized study students only. Grouped study students register at the institution that offers the course. New and inactive students must also complete the Undergraduate General Application Form, or login to myAU at my.athabascau.ca to access forms.

FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

General Information (please print)

Name: _____
 LAST FIRST MIDDLE

Former Name: _____
 LAST FIRST MIDDLE

Mailing Address: _____

 CITY/TOWN PROVINCE/STATE

Country: _____ POSTAL/ZIP CODE: _____
 COUNTRY POSTAL/ZIP CODE

Telephone: () _____
 RESIDENCE BUSINESS

E-mail: _____
 E-MAIL

Course Registration and Fees

Course name and number (e.g., ORGB 364)	Number of credits	Credit or audit *	Preferred start date Month Year	Course fees ‡
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		

Comments: _____ **Total fees**

Alternative Course Choices

Course name and number (e.g., ORGB 364)	Number of credits	Credit or audit *	Preferred start date Month Year	Course fees ‡
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		
		<input type="checkbox"/> Credit <input type="checkbox"/> Audit		

Comments: _____ **Total fees**

* Audit refers to registration in a course where credit is not received. Audit students receive the same tutorial support as credit students and pay the same fees. However, they are excluded from writing exams and do not receive a final grade.

‡ For current fee information, refer to an *Athabasca University Calendar* or online at calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. This information is collected under the authority of the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. The information will be protected by the provision of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact the Coordinator, Enrolment Services, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Signature: _____ **Date:** _____

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Prerequisite Declaration

(please print)

I, _____, declare that I have passed
NAME
 _____ at _____
COURSE INSTITUTION
 on _____ and want this course to be accepted as
DATE
 fulfilling the prerequisite requirements for _____.
COURSE

I recognize that:

- 1) I may be requested to submit an official transcript and/or detailed course description to verify this statement.
- 2) If it is determined that I have made a false declaration, I will be withdrawn from the course and no fees will be refunded.
- 3) Completion of a false declaration may also constitute an act of academic misconduct, which could result in disciplinary action under the Athabasca University Student Code of Conduct and Right to Appeal Regulations.
- 4) I am **solely** responsible for determining that the material presented in the Athabasca University prerequisite course has been adequately covered within the course I have identified above.

I certify that in determining I have met the prerequisite, I have consulted AU's Transfer Credit Search (<https://secure3.athabascau.ca/tcas/>) for course work completed through an Alberta college or technical institution.

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Signature: _____ **Date:** _____

Payment

If paying by e-transfer or credit card, first submit this completed form to enrol@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.*

e-transfer:** include the following information here:

LIST FEES TO PAY	
	FEES SUBMITTED

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

** If paying by e-transfer, **transfer to: finar@athabascau.ca** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

- Credit card (Visa or MasterCard):** You are strongly encouraged to complete forms and pay fees online through myAU. If you are unable to use the portal and must submit this PDF by email, call 1-800-788-9041 to be transferred to Enrolment Services to give your credit card number over the phone. Do not send confidential information via email. Email messages are not secure.
- Other:** You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

*** NOTE: To accommodate your start date, payment must also be received by the 10th day of the month.**

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.